



*“Hands down the most valuable training I have attended. The courses have it all: top-notch instruction, realistic and challenging practicums that test your skills with targeted feedback from the instructors, and detailed materials for future use.”*

*Employment Attorney,  
Major Boston Law Firm*

**Prerequisite 1A:** January 14, 2015, morning (or March 26, 2015, for those not enrolling in Trainer Course 1 or 2)

**Prerequisite 1B:** January 14, 2015, afternoon

**Prerequisite 2A:** January 15, 2015, morning

**Prerequisite 2B:** January 15, 2015, afternoon

**Trainer Course 1:** Feb. 10, 11, and 12, 2015

**Trainer Course 2:** March 11 and 12, 2015

**Conducting Internal Discrimination Complaint Investigations:** April 15 and 16, 2015

**Responding to Accommodation Requests:** May 12, 13, and 14, 2015

**For further information,** call the MCAD Training Unit at 617-994-6072.

# MCAD-Certified Courses for EEO Professionals

## General Information about the Program

The Massachusetts Commission Against Discrimination (MCAD) offers the opportunity for individuals who provide or seek to provide employment discrimination prevention training, conduct internal discrimination complaint investigations, and/or respond to accommodation requests to attend four MCAD-certified programs. These courses are designed for:

- Human resources managers, EEO officers, and training directors, and
- Employment attorneys, diversity consultants and others who provide training, investigations, and/or accommodation process coaching as external consultants to employers.

The course faculty includes the MCAD Director of Training, and several additional workplace discrimination trainers with years of experience in civil rights litigation, instructional design, group facilitation, internal investigations, and/or responding to accommodation requests.

## Train-the-Trainer Courses

**Trainer Course 1: *Preventing Discrimination in the Workplace***

This three-day course teaches participants how to conduct training regarding disparate treatment and accommodations.

**Trainer Course 2: *Preventing Harassment in the Workplace***

This two-day course teaches participants how to conduct training regarding discriminatory harassment.

To enroll in Trainer Course 1 and/or Trainer Course 2, participants must attend two half-day prerequisites:

- Prerequisite 1A: *Introduction to Employment Discrimination Law* or Prerequisite 1B: *The Lawyer as Trainer* and
- Prerequisite 2A: *Introduction to Training Delivery Skills* or Prerequisite 2B: *Applying Instructional Design Skills*.

Admission to each prerequisite depends on participants' level of knowledge and experience in the subject area. The application form specifies the requirements for attendance in each prerequisite.

Individuals who complete Trainer Course 1 and/or 2 (including the prerequisites) have the opportunity to be placed on the MCAD's trainer referral list, and are eligible to deliver Commission-ordered remedial training. The MCAD may require supplementary training in the future to maintain eligibility to conduct Commission-ordered training and remain on the referral list.

## Conducting Internal Discrimination Complaint Investigations

This course begins with Prerequisite 1A: *Introduction to Employment Discrimination Law* (not required for employment attorneys). Individuals who complete the Investigations course have the opportunity to be placed on an MCAD referral list for employers seeking to hire an internal investigator. The MCAD may require supplementary training in the future to maintain eligibility for investigation referrals.

## Responding to Accommodation Requests

This course begins with Prerequisite 1A: *Introduction to Employment Discrimination Law* (not required for employment attorneys). Individuals who complete the Accommodations course have the opportunity to be placed on an MCAD referral list for employers seeking assistance with an accommodation process. The MCAD may require future supplementary training to maintain eligibility for referrals.

## Enrollment Information

To apply, please submit the attached application form and payment as instructed. **Applications are accepted on a first come, first served basis, with most courses filling by December 1, 2014.**



**M C A D**  
Certified Training

## LOCATION

1 Ashburton Place  
Boston

**TUITION** includes written materials

- **Prerequisites** .....No fee if enrolling in at least one 2 or 3 day course
- **Fee for Each 2 Day Course** .....\$495
- **Fee for Each 3 Day Course**.....\$695
- **Special Discount for Participants Who Enroll in Trainer Course 1, Trainer Course 2, and Investigations**.....\$1,395
- **Special Discount for Participants Who Enroll in Trainer Course 1, Trainer Course 2, and Accommodations** .....\$1,595
- **Special Discount for Participants Who Enroll in All 4 Courses**....\$1,795

Employees of nonprofits with 50 or fewer employees are eligible for fee reductions. Please contact the MCAD Training Unit at 617-994-6072 for more information.

## PREREQUISITES

Anyone attending either or both *Train-the-Trainer* courses must complete Prerequisite 1A in January or 1B, and Prerequisite 2A or 2B. Anyone attending the Investigations and/or Accommodations modules who are not practicing employment attorneys must complete Prerequisite 1a in January or March.

### **Prerequisite 1A: Introduction to Employment Discrimination Law**

Wednesday, January 14, 2015, 9:30 a.m. - 12:30 p.m.

Thursday, March 26, 2015, 9:30 a.m. - 1:00 p.m. (will be held at 1 Ashburton Place, Boston)

This overview of state and federal employment discrimination laws is appropriate for human resources professionals, consultants, and attorneys for whom employment law is less than half of their practice.

### **Prerequisite 1B: The Lawyer as Trainer**

Wednesday, January 14, 2015, 1:30 pm - 4:30 p.m.

The course focuses on the role of discrimination prevention training as mitigation and remediation, and special skills for lawyers who sometimes serve as trainers. Only practicing employment attorneys will be admitted to Prerequisite 1B.

### **Prerequisite 2A: Introduction to Training Delivery Skills: Needs Assessment, Facilitation, and Follow-Up**

Thursday, January 15, 2015, 9:30 a.m. - 12:30 p.m.

This is an introduction to how to develop and implement effective training programs. Anyone who has not received prior classroom instruction in instructional design must select this section of the course.

### **Prerequisite 2B: Applying Instructional Design Skills to Discrimination Prevention Training**

Thursday, January 15, 2015, 1:30 - 4:30 p.m.

Aimed at graduates of instructional design courses only, this course discusses the distinct challenges of discrimination prevention training, including issues of potential training-related liability. (Note: We recommend that even experienced trainers attend Prerequisite 2A if they have not previously completed classroom instruction in training.)

## TRAIN-THE-TRAINER COURSES

### **Trainer Course 1: Preventing Discrimination in the Workplace**

Tuesday, Wednesday, and Thursday, February 10, 11, and 12, 2015, 9:30 a.m. - 4:30 p.m.

This course prepares participants to deliver thorough, accurate, interactive training to prevent discrimination in hiring, benefits, performance management, promotion, termination and other aspects of employment. In addition, participants learn the essential ingredients of training related to disability and religious accommodation. The course includes model training segments for supervisors and line staff, and a practicum where students receive feedback from seasoned discrimination prevention trainers.

### **Trainer Course 2: Preventing Harassment in the Workplace**

Wednesday and Thursday, March 11 and 12, 2015, 9:30 a.m. - 4:30 p.m.

This course prepares participants to deliver thorough, accurate, interactive training to prevent discriminatory harassment in the workplace based on sex, race, national origin, religion, age, disability, sexual orientation and other factors. The course includes model training segments for supervisors and line staff, and a practicum where students receive feedback from seasoned harassment prevention trainers.

## CONDUCTING INTERNAL DISCRIMINATION COMPLAINT INVESTIGATIONS

Wednesday and Thursday, April 15 and 16, 2015, 9:30 a.m. - 4:30 p.m.

This hands-on training explores employers' responsibilities to conduct internal discrimination complaint investigations; presents effective methods for conducting a comprehensive investigation; and gives participants the opportunity to practice investigation skills using realistic case scenarios.

## RESPONDING TO ACCOMMODATION REQUESTS

Tuesday, Wednesday, and Thursday, May 12, 13 and 14, 2015, 9:30 a.m. - 4:30 p.m.

This hands-on training explores employers' responsibility to provide disability and religious accommodations at every stage of the employment relationship; presents effective methods for considering and implementing accommodation requests; and gives participants the opportunity to practice their skills using realistic case scenarios.

## Registration Process

To register, please follow these steps:

1. Please complete this form and mail it at your earliest convenience. Enrollment is limited. Most courses will fill by **December 1, 2014**. Participants will be accepted on a first-come, first-served basis.
2. Enclose payment by check payable to *Commonwealth of Massachusetts*. Credit cards are not accepted.
3. Mail the form and payment to:  
Becky Shuster  
Director of Training  
MCAD  
1 Ashburton Place  
Room 601  
Boston, MA 02108
4. You will receive an email confirming acceptance of your application. Full course details will be emailed the week before each session.

## Further Information

For more information, please call the MCAD Training Unit at 617-994-6072.

## Registration Form

1. Name \_\_\_\_\_  
E-mail \_\_\_\_\_  
Employer \_\_\_\_\_  
Title \_\_\_\_\_  
Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_
2. PROGRAMS TO WHICH YOU ARE APPLYING:
  - ☐ **Prerequisite 1A: Introduction to Employment Discrimination Law** – Wednesday, January 14, 2015, 9:30 a.m. - 12:30 p.m. (see below for March option)  
**or**
  - ☐ **Prerequisite 1B: The Lawyer as Trainer** – Wednesday, January 14, 2015, 1:30 pm - 4:30 pm
  - ☐ **Prerequisite 2A: Introduction to Training Delivery Skills: Needs Assessment, Facilitation, and Follow-Up** – Thursday, January 15, 2015, 9:30 a.m. - 12:30 p.m.  
**or**
  - ☐ **Prerequisite 2B: Applying Instructional Design Skills to Discrimination Prevention Training** – Thursday, January 15, 2015, 1:30 - 4:30 p.m.
  - ☐ **Prerequisite 1A: Introduction to Employment Discrimination Law** – Thursday, March 26, 2015, 9:30 a.m. - 1:00 p.m. (practicing employment attorneys exempt)
  - ☐ **Trainer Course 1: Preventing Discrimination in the Workplace** – Tuesday, Wednesday, and Thursday, February 10, 11, and 12, 2015, 9:30 a.m. - 4:30 p.m.
  - ☐ **Trainer Course 2: Preventing Harassment in the Workplace** – Wednesday and Thursday, March 11 and 12, 2015, 9:30 a.m. - 4:30 p.m.
  - ☐ **Conducting Internal Discrimination Complaint Investigations** – Wednesday and Thursday, April 15 and 16, 2015, 9:30 a.m. - 4:30 p.m.
  - ☐ **Responding to Accommodation Requests** – Tuesday, Wednesday, and Thursday, May 12, 13 and 14, 2015, 9:30 a.m. - 4:30 p.m.
3. FEE ENCLOSED: \$ \_\_\_\_\_  
Please provide 3 letter state agency code, if any, and write in MMARS contact name below \_\_\_\_\_
4. Is it OK for us to send you an acceptance letter via email? \_\_\_\_\_